

**INTERGOVERNMENTAL**  
**MEMORANDUM OF UNDERSTANDING**

\_\_\_\_\_ &  
**DEPARTMENT OF ADMINISTRATION – FLEET MANAGEMENT OFFICE**

This Memorandum of Understanding (MOU), effective \_\_\_\_\_, is between the Department of Administration, Fleet Management Office, hereafter referred to as FMO and the \_\_\_\_\_ hereafter referred to as spending unit.

Whereas, the new Fleet Management Office , created by Senate Bill 219, charges FMO with the responsibility for providing fleet services to the various state spending units; and

Whereas, FMO \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ :

**THEREFORE, FMO and the spending unit agree as follows:**

The above mentioned vehicle will remain titled WV DOA FMO.

In consideration of the spending unit's desire to use its funds for the vehicle, FMO will make the following non-standard lease agreement with the spending unit:

The spending unit will enter into a 48-month lease agreement with FMO to be paid in one lease payment of \_\_\_\_\_. At the conclusion of the lease term, the spending unit may retain the vehicle for a period of its choosing and agrees to pay FMO the prevailing monthly administrative fee at that time.

In consideration of a single payment agreement, FMO will grant to the spending unit a one-time discount of \_\_\_\_\_, an amount equal to the expected surplus value of the vehicle (minus Surplus Property fee) to be deducted prior to the beginning date of the vehicle lease.

The spending unit will remain responsible for all other expenses contained in the FMO standard lease agreement, e.g., fuel, insurance, maintenance, repair, and monthly administrative fee, etc.

The spending unit agrees to comply with applicable code, rule, and FMO policies and procedures during the lifecycle of the vehicle.

This agreement is for a period of forty-eight (48) months, terminating \_\_\_\_\_.

**AGREED:**

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Spending Unit: \_\_\_\_\_  
Date: \_\_\_\_\_

\_\_\_\_\_  
Kenny Yoakum  
Executive Director  
Fleet Management Office  
Date: \_\_\_\_\_